

**Cooperative Education
Updated Training Plan
July 2006**

One of the requirements a school must meet to offer a cooperative education program is that each student is to have a Training Plan. The Plan is an agreement developed and signed by the school, student, parent and employer for on-the-job training. The school arranges with the employer for on-the-job training utilizing the Training Plan.

In 2000, a *Work Based Learning Guide* was developed and distributed to educational agencies involved with Career and Technical Education. A Sample Training Plan for co-op was included in the document; however, the attached copy has replaced the original in the *Work Based Learning Guide* and KDE website for Career and Technical Education.

The Training plan has been revised and includes an addendum pertaining to placement of students (under age of 18) in Hazardous Occupations. According to the U.S. Department of Labor and the Kentucky Department of Labor there are limited exemptions from certain Hazardous Occupations for student-learners. The *Addendum* identifies all hazardous occupations and specifies with an asterisk the exemptions which apply to student learners.

Attached is a copy of the revised plan, please note the following:

- Sections pertaining to: Student / Trainers; Teachers / Coordinators; Parent or Guardian and Employer Agreements.
- Listing of hazardous occupations with identified exemptions
- Guidelines for the Written Agreement
- Format of a plan for student participating in cooperative education programs involving exemptions for hazardous occupations.

The *Addendum* is to be completed for student learners who are being placed in cooperative education programs associated with the identified exemptions for hazardous occupations.

If you have questions or concerns, please contact Rodney Kelly, Division of Career and Technical Education 21st Floor CPT, Frankfort, KY 40601.

Attachment:

Updated Training Plan and Addendum 2006

References:

Bulletin: *Youth Employment Provisions for Nonagricultural Occupations Under Fair Labor Standards Act, Child Labor Bulletin 101*, February 2003

Web-site: <http://www.labor.ky.gov>